

Photograph Guidance for National Register Nominations in Virginia

Photographs are one of the key components of a National Register nomination. Without photos, a nomination cannot be considered final and a property will not be listed in the National Register even if all other pieces of the nomination packet are complete. The photos that accompany a nomination are meant to provide an overview of the historic property's *current* condition and to demonstrate that the nominated property has the characteristics necessary for listing in the National Register.¹



1. The *F.D. Crockett* was listed in the National Register in 2012.

Since the early 2000s, the Department of Historic Resources (DHR) has been transitioning to using electronically generated materials for National Register nominations. Nomination forms now are prepared using Microsoft Word software, photographs are most often taken with digital cameras, and electronically generated maps are beginning to supplant paper maps. DHR *strongly recommends* that digital cameras be used for taking photographs for National Register nominations. For the foreseeable future, DHR and the National Park Service (NPS) will continue to accept photographs taken with a 35mm film camera.

Furthermore, both DHR and NPS now accept nominations that are in all-electronic format; for photos, this means that we require the digital images to be submitted for forwarding to NPS and one set of photo prints submitted for DHR's archives. Nomination authors also have the option of submitting their nominations in traditional hardcopy format; if this option is chosen, then digital images *and* two sets of photo prints must be submitted to DHR.

The guidelines provided herein cover both digital images and photo prints, as well as photos taken with a traditional film camera. In the following sections, the Digital Option is discussed first, and includes guidance for making and labeling photo prints from digital images. Next, the 35mm Film Option is explained, including how to obtain digital versions of film photos and how to submit negatives. In the third section, guidance for what and how to photograph different types of historic resources are provided. The fourth section contains DHR's statement about our agency's and the NPS's right to use photos submitted with National Register nominations. The last section of this document explains how to embed historical images and maps in a National Register nomination form, if desired.

Please review the following photograph requirements carefully before submitting your National Register nomination. **Incorrectly formatted or incomplete photos will result in a returned nomination and may delay listing of your property.** For questions or assistance, please contact the Regional Office staff member you are working with to prepare your nomination. DHR has four regional offices: Tidewater (757-886-2818); Northern (540-868-7029); Western (540-387-5443); and Capital (804-482-6099). You

¹ Historic photographs may be included in a nomination packet, but only to illustrate changes (or lack of changes) to the property in question. They cannot be used as substitutes for current photographs. Scans of historic images can be inserted into a nomination form as illustrations; refer to section 3 in this document for guidance on embedding images in Word documents.

also may contact the National Register Historian at 804-482-6439 or by email at Lena.McDonald@dhr.virginia.gov. This document pertains to photographs for National Register nomination submission only. Standards for photos submitted for survey projects may be different; please contact Archives for details at (804) 482-6102 or Quatro.Hubbard@dhr.virginia.gov.

DHR's photo requirements are based on the National Park Service's photo policy document: <http://www.nps.gov/nr/publications/bulletins/photopolicy/index.htm> (copies also available from DHR staff). However, nominations submitted in Virginia must also adhere to the guidance explained in this document. For questions about the NPS document, contact Alexis Abernathy at (202) 354-2236 or alexis_abernathy@nps.gov or Jeff Joeckel at (202) 354-2225 or jeff_joeckel@nps.gov.

Finally, please choose either the digital option *or* the 35mm film option for your photographs. **Do not combine formats.**

Digital Option

This option requires color photo prints plus a CD or DVD with the digital images in color.

Notes on digital cameras

- Best: Six megapixel or greater point-and-shoot digital or digital SLR camera
- Acceptable: Two megapixel or greater point-and-shoot digital or digital SLR camera
- Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution



2. Dulwich Manor was listed in the National Register in 2013.

The Basic Digital Process (each is explained in further detail below)

1. Take the photos in color
2. Download the photos onto your computer and convert them to TIFFs if necessary
3. Format properly and name and number each TIFF according to NPS standards (i.e., VA_GreeneCounty_JohnDoeFarm_0001)
4. Save *only the photos you intend to print for the nomination* on a CD or DVD and label the disk
5. Print images in color and label; create the nomination photo log and a photo key
6. Submit one set of photograph prints and the CD/DVD. If desired, you may submit additional digital photos not printed for the nomination but for the DHR Archives *on a separate CD*. A second set of photo prints is required if you do not choose to provide an all-electronic nomination submittal for the NPS (see guidance document for all-electronic nominations).

Please note: Color digital images are required by DHR, and photographs printed from these images must also be printed in color and adhere to printing guidelines listed below. Photo numbers on the CD, prints, and in the nomination photo log should match: photo 1 on the CD is photo print 1 and photo 1 in the photo log.

1. Take the photos in color

Image file format: Set your camera for either unaltered Tag Image File format (TIFF) or RAW format images. TIFF images may be original TIFFs or original JPEGs converted to TIFF by a computer conversion process. With some cameras, your only option may be to use the JPEG setting, but use a higher quality setting if it is available.

- Please note that, due to digital storage limitations, DHR cannot accept TIFFs greater than 10 megabytes per file. The best way to manage file size and image resolution is by adjusting the settings on your digital camera to an appropriate resolution and image quality. You also may use photo editing software, such as Adobe Photoshop Elements or Google's Picasa, to resize images by resetting the resolution (see item 3, immediately below).

2. Download the photos on your computer and convert them to TIFF (if necessary)

- If converting from JPEGs, remember that JPEGs must not be altered in any way (e.g., color correction, cropping, etc.) prior to conversion. Use photo editing software, such as Adobe Photoshop Elements or Google's Picasa, to convert the files from JPEG to TIFF.

3. Format and Rename the digital images on a computer (after conversion to TIFF)

Digital Image Format: Change the resolution before changing the pixel image size. This will keep the pixel image size constant.

- First: set the photo resolution to a minimum resolution of **300 dpi**.
- Next: set the pixel dimensions to a minimum resolution of 1200 x 1600 pixels and a maximum resolution of 2000 x 3000 pixels.
- Due to digital storage limitations, DHR cannot accept TIFFs greater than 10 megabytes per file. You may use photo editing software, such as Adobe Photoshop Elements or Google's Picasa, to resize images by resetting the resolution, however, do not edit the images in any other way (i.e., cropping, exposure, color saturation, etc.).

Renaming the digital TIFF image

All digital image files must be named with the state abbreviation, locality, property name, and image number, using the format below. The image numbers should be 4 digits: e.g. 0002, 0003, but 0010, 0011, etc. *Numbers must match the numbers on photo prints and in the nomination photo log.*

- Example for individual properties: **VA_Albemarle County_Blenheim_0001**
- Example for historic districts: **VA_Albemarle County_Woolen Mills Historic District_0012**
- Example for nominations submitted under an MPD: **VA_Virginia Beach City_Virginia State Parks Built by the CCC MPD_First Landing State Park_0005**

4. Save the images on a disk and label the disk

A CD or DVD containing *only* the digital images must accompany the photo prints.

- Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.
- Not acceptable: CD-RW or DVD-RW (if packaging says "rewriteable," do not use).
- Please label the disk with the property name, county/city and state, and DHR file number (e.g. DHR #020-0163). Labels may be printed directly on the disk by laser printer (non-adhesive) OR hand-written using CD/DVD safe markers or other markers (e.g. Sharpies). Ammonia/solvent-based markers or adhesive stickers are not acceptable.

5. Print photos in color and label them

Note: DHR requires submittal of one set of prints placed in archival photo sleeves. Prints should be a minimum of 4" x 6". One set of prints *must* be placed in archival photo sleeves; for assistance with finding sleeves, please contact DHR's Archives for details at (804) 482-6102 or Quatro.Hubbard@dhr.virginia.gov.

NPS no longer requires submittal of photo prints *if* an all-electronic nomination is being submitted. See the *Guidance for All-Electronic Nomination Submittals in Virginia* for more information. If an all-electronic submittal is *not* being made, provide a second set of prints in an envelope and DHR staff will forward these to NPS with the nomination package.

Digital images *must* be printed in color. Color digital images that are printed in black-and-white often have a purple tinge and are not considered to be true black-and-white prints due to questions about their archival stability.

Selecting the Paper and Inks

Pictures printed on regular copy/prINTER papers are *not* acceptable. Choose one of the following paper options:

- Manufacturer recommended paper for color photograph prints (examples: Epson Premium Glossy Paper, Kodak Ultra Photo Premium, HP Professional Satin Photo Paper, etc.) OR
- Commercially printed color prints (examples: Fujicolor, Kodak Endura, etc.)

Choose a manufacturer-recommended ink for color photograph printing

Some examples:



3. The Charles M. Goodman House was listed in the National Register in 2013.

- Epson UltraChrome K3; Kodak No. 10 Pigmented Inks; HP Vivera Pigment Inks; Epson Claria "Hi-Definition Inks"; Epson DuraBrite Ultra Pigmented Inks; HP Vivera 95 dye-based inks

Note: NPS and DHR do not endorse any particular commercial product or process. The examples indicated have met established archival standards but do not represent a comprehensive list. Any questions concerning other possible products should be directed to National Park Service staff member Alexis Abernathy at (202) 354-2236 or alexis_abernathy@nps.gov.

Labeling Photograph Prints

Label location: Each print must be numbered and that number *must* correspond to the photograph number on the CD and in the photo log in the nomination. Choose *one* of the following options:

- **Front of the photograph:** Write the label information within the white border on the front of the photograph using an archival photo labeling pen (do not use adhesive labels).
- **Use photo editing software**, such as Photoshop Elements, to type a caption at the bottom of the digital image. Note that the caption *cannot* be placed on the image itself, but must be on a white border beneath the image.
- **Back of the photograph:** Write the label information on the back in the bottom corner using a soft lead pencil or archival labeling pencil.
- **Do not print information on the actual image.**

Label contents: At a minimum, photo prints should be labeled with the following information: Photograph number, Name of the Property, County, and State. Acceptable examples:

- VA_Albemarle County_Blenheim_0001
- Photograph 1 of 25: VA_Albemarle County_Blenheim_0001
- Blenheim
Albemarle County, VA
1 of 25
- Blenheim
Albemarle Co., VA
Photo 1 of 25

Nomination photo log: In the nomination form, the photograph log page must contain:

- Property name, county or city and state, name of photographer, date the photos were taken and location of the original files (DHR Archives). To save space, these may be listed once on the photo log if the information is the same for each photo.
- Photograph number corresponding with the print *and* the CD/DVD
- Photograph view (e.g. primary dwelling, east elevation, camera facing east)

Example of acceptable photo log

The following information is common to all photographs:

Name of Property: John Doe Plantation

City or Vicinity: Powhatan

County: Powhatan

State: Virginia

Photographer: Jane Doe

Date Photographed: August 2013

Description of Photograph(s) and number, include description of view indicating direction of camera:

Photo 1 of 15: VA_PowhatanCounty_JohnDoePlantation_0001

View: Primary dwelling, northeast elevation, camera facing southwest

6. Submit both the CD/DVD with color images and corresponding color prints to DHR with your nomination.

35 mm Film Option

This option requires two sets of black-and-white photo prints and one set of negatives. If 35mm color film is used, a CD/DVD with scanned files of the color negatives must be submitted in lieu of the negatives.

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The basic 35mm film process (each is explained in further detail below)

1. Take the photos using black-and-white film and have them developed using true black-and-white processing.
2. Print the photos in black-and-white and label the prints according to the standards discussed under the digital option.
3. One set of prints *must* be placed in archival photo sleeves (contact DHR's Archivist regarding questions about photo sleeves).
4. If you have photo prints in addition to those submitted for the nomination, you may submit those as well for the DHR Archives. You may also submit, *on a separate CD/DVD*, additional digital images not printed for the nomination but that you want to have in the DHR Archives.



4. Located at 703 Main Street, this building was included in the 2013 Boundary Increase to the Main Street Banking Historic District in Richmond.

Selecting a 35mm Camera

- Acceptable: 35mm point-and-shoot or 35mm SLR camera
- Not acceptable: Disposable Cameras

Film and Paper

If you are using 35mm black-and-white film, the photo prints *must* have been processed by a film lab using a traditional processing method (not color processing of black-and-white film, as this is not archivally stable). Additionally, the photograph paper must be specifically designed for black-and-white prints (*note: this does not include Kodak Endura, Fujicolor, etc. Please check with DHR or NPS about acceptable papers*). Prints that are on paper designed for *color* prints will *not be accepted* by DHR or NPS.

Submission of Black-and-White Negatives

- Each roll of 35mm black-and-white film receives a 5-digit negative number by the DHR Archivist in Richmond.
- Negatives must be submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames. Each strip must have the resource's name, location, DHR ID number, DHR negative number, photographer's name, and photograph date written between sprocket holes at the top right corner (use a permanent ink pen designated for film or glass).
- Attach an inventory sheet to each negative holder listing frames and a brief description of each frame (e.g. west elevation, smokehouse, etc.). This list is separate from the photograph list used with your nomination.

When a CD is be required in addition to 35mm prints

If you want to use a film camera to take color photos, this is acceptable. The color prints must be on paper designed for color prints *and* a CD/DVD of the images must be submitted. The color negatives do not need to be submitted to DHR. Refer to the section above for more information about digital images.

Requirements for the CD/DVD

- The disk must be generated at the time of developing the film. Simply ask the photo processor to provide you with a CD of the images being developed.
- You can obtain a CD from most photo processors; the resultant digital images are created by scanning the film negatives, not the photo prints, to create TIFFs.
- If you use a disk created by a commercial lab, you will not be required to rename the files. That disk may be submitted as received from your photo processor, along with two sets of the color prints. One set of the prints should be placed in archival sleeves (contact DHR's Archivist regarding questions about photo sleeves).

Guidelines for Photographic Coverage

For an individually nominated property, exterior and interior views of the primary resources must be provided, as well as exterior views of secondary resources. Sites, structures, and objects historically associated with the property also should be photographed. Thus, for example, if a historic mill is being nominated, pictures of the building's exterior and interior must be submitted. Furthermore, pictures of any associated secondary resources, such as a mill race, a millpond, and a storage shed, also are submitted. In general, 10-15 photographs are sufficient to document an individual property's current condition, but more complex properties, such as an industrial complex or a large farmstead, may require more photos. Representative views of both contributing and non-contributing resources should be provided.

For a historic district nomination, only exterior views of buildings are required, along with photos of any historically associated sites, structures, and objects, such as a historic garden, a bridge, or a fountain. The number of photographs needed will depend on the district's characteristics. A small historic district (fewer than 50 resources) can be documented with 15-20 photos, but a larger historic district is likely to require more photos. Representative views of contributing and non-contributing resources should be provided.

Please consult with DHR staff for guidance on the number of photographs that should be submitted with your nomination. Your first point of contact should be the Regional Office staff member you are working with. DHR has four regional offices: Tidewater (757-886-2818); Northern (540-868-7029); Western (540-387-5443); and Capital (804-482-6099). You also may contact the National Register Historian at 804-482-6439.

Following is additional guidance provided by NPS for photographs that accompany National Register nominations.

- Photographs submitted to the National Register of Historic Places and National Historic Landmarks Survey should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the

nomination's narrative description and statement of significance. Photographs should show historically significant features and any alterations that have affected the property's historic integrity.

- Submit as many photographs as needed to depict the current condition and significant features of the property. The necessary number of photographic views depends on the size and complexity of the property. A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a greater number of photos.
- Prepare a photo key for all photographs that are included with the nomination.
- Copies of historic photographs may supplement documentation and can be particularly useful in illustrating changes that have occurred over time, but inclusion of historic images is not required.

Buildings, structures, and objects

- Submit photographs showing the principal facades and the setting in which the property is located.
- Additions, alterations, intrusions, and dependencies should appear in the photographs.
- Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Historic and archaeological sites

- Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.
- If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.
- At least one photograph must show the physical environment and topography of the site.

Architectural and Historic Districts

- Submit photographs showing major building types and styles, pivotal buildings and structures, and representative noncontributing resources.
- Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.
- Numerous views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archaeological Districts

- Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

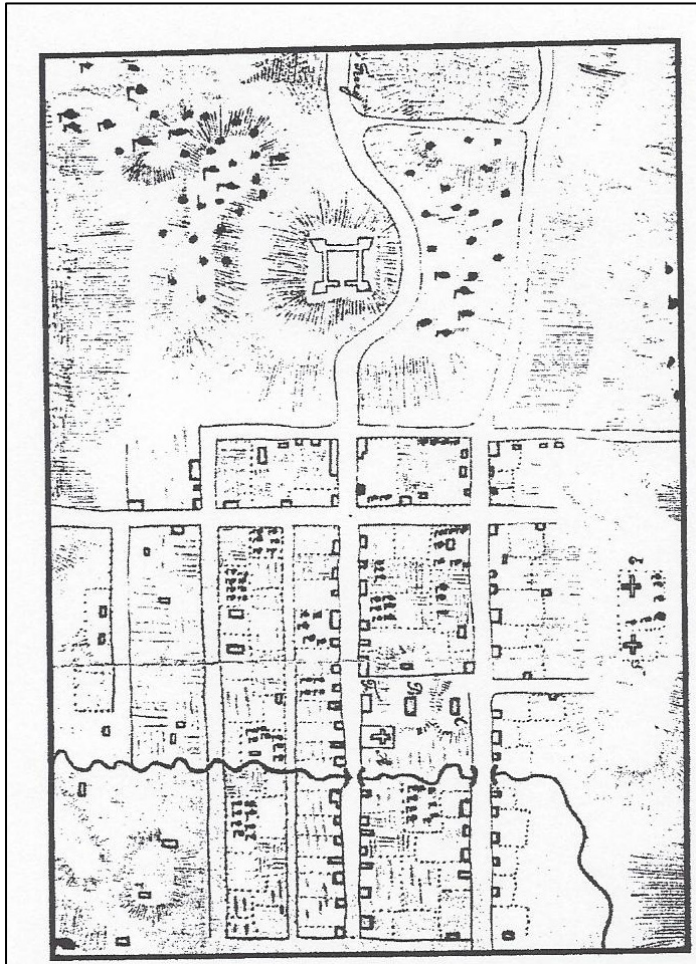
Use of National Register Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to NPS and DHR to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

Embedding Images in Nomination Forms

Supplemental images, such as historic photos, drawings, maps, or historic and/or current aerial photos, can be used to provide additional evidence of a property's evolution over time, its historic integrity, and/or its historic significance. Family snapshots may not be used without a compelling reason linked directly to the National Register criteria and area(s) of significance of the nominated property.

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5. 1777 Map of Winchester showing the location of Fort Loudoun.

Color and black-and-white digital images, such as historic photos, drawings, maps, or aerial views may be embedded within the text of a nomination as it is being prepared in Microsoft Word format. Reduce file size and resolution of any image before embedding it. If large image files are inserted in the nomination document, the document may become unstable and difficult to manipulate; additionally, due to digital storage limitations, DHR cannot accept electronic nomination forms larger than 10 MB.

Alternatively, historic photographs, drawings, or maps also may be embedded on separate Continuation Sheets as Additional Documentation. Continuation sheets with images should be saved as files separate from the nomination form's electronic file. **Do not** attempt to merge continuation sheets with the nomination form as this will corrupt the form's formatting. The historic images can be labeled as figures (e.g. Fig. 1, Fig 2) and referenced by this label within the nomination text (e.g. See Figure 1).

An "Index of Figures" (similar to a photograph log) identifying these figures should also be included in the Additional Documentation section at the end of the nomination form (after Section 11).

(Contact information updated herein by DHR in August 2014)